



VACANCY ANNOUNCEMENT NO. 2021-008 RA2

Position Title: Resource Coordination Assistant

Opening Period: September 15 - 30, 2021

Series/Grade: FSN-8, FP-6

Salary: *Ordinarily Resident (OR): CLP 27,030,639 gross salary p.a.
U.S. citizen resident candidates will also be paid in Chilean pesos.
For USEFM: Actual salary will be determined by Washington, D.C.

For more info: Mailing Address: Santiagojobs@state.gov

Who may apply All Interested Candidates/All sources

Security clearance required: Non-Sensitive

Marketing statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#)

Summary: The U.S. Embassy in Santiago, Chile is seeking eligible and qualified applicants for the position of Resource Coordination Assistant in the Public Diplomacy section.

The work schedule for this Position is: Full-time: 40 hours/week

Start date: The successful applicants must be able to begin work within approximately 4 weeks of receipt of agency authorization and/or clearances/certification or their candidacy may end.

Supervisory position: No

Basic function of position: The Resource Coordination Assistant works under the direct supervision of the Resource Coordination Specialist (RCS) with work guidance from the Cultural Affairs Officer and is the Public Diplomacy (PD) LE Staff responsible for managing administrative and logistical support for the Public Engagement (PE) Unit programs and activities. Supports RCS for PE Unit grants administration, procurement, and inventory issues. Tracks the PE Unit PD representation budget and processes representation vouchers for expenditures. Oversees entire PD Section time and attendance, and PE Unit staff travel, vouchers, and other administrative tasks. Serves as a designated Occasional Money Holder. Manages PE Unit staff and program calendars. Serves as the primary point of contact for the PE Unit, ensuring that visitors receive accurate and timely information with the highest levels of customer service. Schedules meetings for the CAO with internal and external contacts and manages the overall PD Section calendar and activity tracking spreadsheet.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Qualifications/Requirements:

Applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **Failure to do so may result in a determination that the applicant is not qualified.**

1. A bachelor's degree in Business Administration, Financial Management, Organizational Management, Accounting, Public Administration or local equivalent is required.
2. A minimum of three years of progressively responsible experience in a major organization in budget, accounting, business administration, financial management, organizational management, public administration, project management, or grants management work is required.
3. Level 4 (Fluent) Speaking/Reading/Writing English is required. Level 4 (Fluent) Speaking/Reading/Writing Spanish is required. (This will be tested.)
4. Good knowledge of Chilean geography, infrastructure, government institutions, and common business and banking practices is required. Knowledge of customer service in Chile is required. Must have an understanding of communications in Chile and the international information environment as it affects Chile and must be familiar with digital practices and procedures.
5. Must have strong analytic skills to manage funding from multiple sources, each with differing requirements for purpose, oversight, and accounting. Must be able to accurately assess resource challenges and identify solutions: Must have excellent customer relations, and interpersonal and cross-cultural communication skills. Must have excellent written and oral communication skills, including writing reports in both English and Spanish. Thorough, detailed knowledge of and ability to use various computer software programs, specifically Microsoft Word, Excel, and databases, as well as PD-specific software, databases, and reporting tools is required. Must have excellent numerical skills to be able to manipulate numbers with speed. Must be available to travel throughout Chile to support PD projects and activities.

Please note that for any or all of the above requirements testing might be applied.

NOTES:

- (1) All applicants under consideration will be required to pass medical and security certification.
- (2) All non-Chilean ordinarily resident applicants **must** have the required residency and/or work permit to be eligible for consideration.
- (3) American Citizens residing in Chile and working for the U.S. Embassy are required to file and pay U.S. federal taxes and FICA contributions in addition to Chilean taxes and social security contributions. Please note that as an employee of the U.S. Government, you are ineligible to take the Foreign Earned Income Exclusion (FEIE, Form 2555). For detailed information, please refer to the IRS website at www.irs.gov.
- (4) Current Ordinarily Resident (OR) employees who are currently serving a probationary period are not eligible to apply. Current Ordinarily Resident (OR) employees who are currently on a PIP (Performance Improvement Plan) are not eligible to apply.
- (5) Current Not Ordinarily Resident (NOR) employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) Foreign Service employees on LWOP** and Civil Service employees with a reemployment rights

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214, Certificate of Release or Discharge from Active Duty, equivalent documentation or certification. A “certification” is any written document from the Armed Forces that certify the service member is expected to be discharged or released from active duty service in the Armed Forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be in the letterhead of the appropriate military branch of service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH) and for additional employment consideration please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>.

How to Apply: All applicants must electronically submit information through the Embassy’s Electronic Recruitment Application (ERA) site, through the link on the Embassy’s internet site at (<https://cl.usembassy.gov/embassy/jobs/>) and must attach the documents listed below:

Required:

Other

Residence and/or Work Permit (for non-Chilean applicants)

DD-214 (if applicable)

What to Expect Next: **Only** applicants who are invited to take a language or skills test or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources Office (santiagojobs@state.gov).

Thank you for your application and your interest in working at the U.S. Mission in Santiago.

